



CERTIFIED NURSE AIDE REVIEW

Course Information

This course provides an opportunity to refresh current skills and receive instruction in recently developed techniques needed for effective patient care. It is designed to provide skills review and practice for those Individuals eligible to take the state exam without completing the entire 100 hour basic class. To verify your eligibility, please call the Texas Department of Aging and Disability (TDADS) at (512) 438-2050 or complete form NAR-5528 and submit to TDADS for authorization to retest. The form is available on their website at:

www.dads.state.tx.us/providers/nf/credentialing/nar/forms.html

What classes do I have to take?

- NURA2000 – Nurse Aide Exam Review (9 hour course)

How much does it cost?

- Nurse Aide Exam Review tuition - \$75
- State exam fee - \$83
- TB test - \$5 / Chest x-ray (if skin test is positive)- \$50
- Liability insurance – Fall \$18.13 / Spring \$11 / Summer \$5
- Criminal Background Check - \$45
- Training Materials - \$7
- Total - \$220-\$278.13 (subject to change)

Am I certified when I finish the courses?

- You will take the State Skills and Written Exam at the end of the course. Upon passing this exam you will be listed on the Texas Certified Nurse Aide Registry.

Where are the classes held?

- Center for Allied Health and Nursing at El Centro College
301 Market Street
Dallas, TX 75202

Information Sessions

MANDATORY INFORMATION SESSION

All potential Continuing Education Health Careers applicants will be required to attend a mandatory information session where the course, application procedures, and acceptance policies are discussed in detail. Information sessions are held at the El Centro College downtown campus; no reservation is

necessary to attend. The orientation schedule for the current semester is available in the Continuing Education Office (Room A260), from the Continuing Education advisor Alma Martell at (214) 860-2262.

Please bring this information packet with you to the information session. Information sessions begin promptly, therefore, please allow extra time for parking and locating the assigned room. Individuals who are more than 15 minutes late to an information session may not have the attendance recorded and may only receive handout materials (including application forms) at the discretion of the presenter.

A map of the El Centro College campus and parking suggestions are available online at:

http://www.elcentrocollege.edu/campus_info/location.php

For registration approval the following items are needed:

- Completed Certified Nurse Aide Review application (given at the end of the Mandatory Information Session)
- Proof of completion of the basic nurse aide class if you are not an El Centro College student

-OR-

- Proof of completion of at least the first semester of nursing school (RN or LVN). To apply call (512) 438-2017

-OR-

- Original letter from TDADS granting approval to test. To apply call (512) 438-2050

STATE EXAM APPLICATION

Front page of the state exam application completed. The director of the El Centro College C.N.A Program will complete the back portion of the state exam application. (A state exam application will accompany the letter from the state granting approval to test.)

STATE EXAMINATION FEE

Payable with cashier's check or money order only to NACES PLUS FOUNDATION

Skills & Written - \$83

Skills & Oral English - \$96

Skills & Oral Spanish - \$96

IDENTIFICATION

- Valid (non-expired) U. S. or state government-issued photo I.D. (e.g. Passport, driver's license, state identification card)
- Social Security card.

You must present the actual I.D. and S.S. card. Copies will be made from the originals. Your name must be the same on all copies. If your name has changed then you will need to bring two copies of a name change document (e.g. Marriage license or court order).

RELEASE FORM

- Complete the El Centro College release form of information to the clinical site. Failure to sign this document will prevent you from attending the clinical portion of this program.

Health Information

- Provide results from a tuberculosis screening completed in the last 6 months (negative skin test or chest x-ray)

An intradermal PPD (Mantoux) “skin” test is required for all applicants. The PPD must be current within six (6) months of the applicant’s anticipated entry into a Health Careers course, course sequence, or program. When accepted to a Health Careers course, course sequence or program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the program.

Once you have received registration approval, you will be responsible for the following items:

TUITION - \$75

Tuition must be paid in full at the time of registration. Financial Aid in the form of the Texas Public Education Grant (TPEG) is available to qualified students. TPEG applications are available from the Continuing Education window, but the El Centro College Financial Aid office (A034) determines eligibility. TPEG covers up to \$500 of tuition only.

LIABILITY INSURANCE – Fall - \$18.13 Spring - \$11.00 Summer - \$5.00

Liability insurance will appear as a separate fee on the fee receipt that you will receive when you register. Please keep a copy for your records, as you may be asked to provide it prior to being allowed into the clinical course. No refunds are given for liability insurance.

I.D. BADGE – free

Once you have a paid fee receipt from the Cashiers Office indicating payment has been made for your classes, you can obtain an El Centro College I.D. Badge from the SPAR office on the 2nd floor of the B Building in room B270. Hours are:

Monday-Thursday 8:30 am-6:00 pm
Friday 8:30 am–4:30 pm

The I.D. Badge is to be worn at all times on campus and at the clinical training site.

CRIMINAL BACKGROUND CHECK - \$45

Background checks are required for all students entering into a health careers program with a clinical component involving patients. Background checks from other sources are not accepted.

The results of the background check are only released to the program coordinator. The results of the background check will not be released to students. See Criminal Background Check instructions sheet included in this packet.

DO NOT SUBMIT ANY INFORMATION OR PAYMENT TO GROUP

ONE UNTIL YOU HAVE BEEN GIVEN A DIRECTIVE TO DO SO BY YOUR INSTRUCTOR.

UNIFORMS

YOU MUST BE IN UNIFORM FOR STATE EXAM. The uniform consists of navy blue scrubs, white nurse or white leather athletic shoes, a watch with a second hand, and your I.D. Badge. Only navy blue scrubs and white nurse or white leather athletic shoes are acceptable.

STATE EXAMINATION FEE - \$83

Payable with cashier's check or money order only to NACES PLUS FOUNDATION. This will be collected by your instructor on the first day of the 2nd week of class.

TRAINING MATERIALS

The course will be taught from the Procedure Manual for the State of Texas Certified Nurse Aide Department. The Procedure Manual may be accessed via the internet at the following address:

<http://www.dads.state.tx.us/providers/NF/credentialing/NATCEP/cna.pdf>

Print PDF file pages 59-193 for classroom use.

If you need a cost-effective method of printing, the Print Delivery System is available at El Centro College in the Library and Computer Labs. The approximate cost to print out these file pages is \$7.

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN AND PROVIDE ALL REQUIRED DOCUMENTATION TO RECEIVE REGISTRATION APPROVAL. ONCE A STUDENT IS APPROVED TO REGISTER IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER AND MEET ALL FINANCIAL OBLIGATIONS INCURRED BY REGISTRATION IN THE COURSE. (IF THE STUDENT HAS APPLIED FOR FINANCIAL AID, IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW UP WITH THE FINANCIAL AID OFFICE TO ENSURE TIMELY PROCESSING OF HIS/HER FINANCIAL AID APPLICATION.) ONCE A STUDENT IS REGISTERED IN THE COURSE IT IS THE STUDENT'S RESPONSIBILITY TO MEET ALL CLASSROOM, LAB, AND CLINICAL REQUIREMENTS OF THE PROGRAM IN ORDER TO SUCCESSFULLY COMPLETE THE COURSE.

To speak with an academic advisor, please contact Alma Martell at 214-860-2262.

For any further questions, please contact the Continuing Education office at 214-860-2147.



CRIMINAL BACKGROUND CHECK

DO NOT START GROUP ONE'S BACKGROUND CHECK PROCESS UNTIL YOU ARE GIVEN A DIRECTIVE BY YOUR INSTRUCTOR TO DO SO

Background check requests are now processed online. **You must have access to a printer when you input your information in order to print a confirmation page as your receipt.**

The cost of the background check is **\$45.00**. Payment is made via credit card or money order. Instructions for either payment method are found below.

Information you will need to have at hand before you begin this process:

- Valid Mastercard or Visa credit card (no other credit cards or debit cards are accepted)
- FULL legal name (first, middle, last)
- Maiden names and/or former names
- Date of birth
- Home phone number
- Social Security Number
- Current address (complete address; not necessarily what is printed on your drivers license)
- Zip codes where you have lived during the past seven (7) years (There is a U.S. Postal Service zip code lookup link on GroupOne's homepage below to help you with this.)

PROCEDURE IF PAYING BY CREDIT CARD

Go to the following website: www.gp1.com/students and make the following sequenced menu selections:

1. Read the information on the main page, scroll down and click on the arrow by "Continue".
2. On the pull-down menus, select the following:
 - i. "Texas"
 - ii. "El Centro College"
 - iii. On the Discipline pull-down menu, select your health careers program, course, or course sequence.
3. Click on "Add" then click "Continue" (click on the arrow).

4. The next page will indicate the charges for the background check. To accept the charges and continue to the payment procedure, "Continue". To exit the menu without paying, click "Back".
5. Read the agreement information and make your selection at the bottom to agree or not agree to the terms. To continue, type your full name where indicated and "Continue".
6. On the next page, fill out the information completely in the format indicated and "Continue".
7. Fill out the next page (additional names/addresses) if applicable and "Continue".
8. Verify that the information is correct (go "Back" to correct as necessary) and "Continue".
9. On the next page, fill in your credit card information. (Ignore the Payment Code field.)
10. Sign your name "electronically" and after the credit card payment is confirmed, you will be prompted to print the page as your receipt.

PROCEDURE IF PAYING BY MONEY ORDER

Obtain a Money Order payable to GroupOne Services for \$45.00. On a sheet of paper, provide the following information:

FULL Legal Name (first, middle, last)

Your Email address

Telephone Number

Mail the Money Order and the above information to the address below (You may also deliver the Money Order and information sheet to GroupOne offices in person):

GroupOne Services

250 Decker Drive

Irving, TX 75062

Within 2-4 business days after money order payment has been processed, you will receive an email from GroupOne with a payment code to use when you enter your data on-line. Follow the instructions below to proceed.

Go to the following website: www.gp1.com/students and make the following sequenced menu selections:

1. Read the information on the main page, scroll down and click on the arrow by "Continue".
2. On the pull-down menus, select the following:
 - i. "Texas"
 - ii. "El Centro College"
 - iii. On the Discipline pull-down menu, select your CE health careers program, course, or course, sequence.
3. Click on "Add" then click "Continue" (click on the arrow).
4. The next page will indicate the charges for the background check. To accept the charges and continue to the payment procedure, "Continue". To exit the menu without paying, click "Back".
5. Read the agreement information and make your selection at the bottom to agree or not agree to the terms. To continue, type your full name where indicated and "Continue".
6. On the next page, fill out the information completely in the format indicated and "Continue".
7. Fill out the next page (additional names/addresses) if applicable and "Continue".
8. Verify that the information is correct (go "Back" to correct as necessary) and "Continue".
9. On the next page, fill in the Payment Code field with the information emailed to you from GroupOne. and click on the "Continue" arrow. Do not fill in any other information.
10. You will be prompted to print the page as your receipt.

GROUP ONE SERVICES

www.GP1.com

250 Decker Dr. Irving, TX 75062

Telephone: 972-719-4208 FAX: 469-648-5088



El Centro College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

NURSE AIDE REVIEW Application Packet Information

This is not a competitive or ranked application. Registration approval for NURSE AIDE REVIEW is given to students with complete application (incomplete packets will not be considered) packets on a first-come first-serve basis. You will also need to obtain an application form by attending an orientation, if you are unable to attend an orientation please call me directly, 214-860-2262.

Applicants must submit a complete application packet to the El Centro College Continuing Education Office either in person or by mail on or before the application deadline date for a course, course sequence, or program. The application deadline date is ten (10) business days (i.e. not counting Saturday, Sunday, and official school closure days) prior to the start of class. An application packet is considered to be complete when the application form is accompanied by clear and legible photocopies of all required documentation. **Complete** application packets will be honored in the order in which they are received. Space is limited and a spot is not promised to students, if class fills you will be given notice of the next available course.

Application packets will be processed within five (5) business days of receipt in the El Centro College Continuing Education Office. Applicants accepted into a course, course sequence, or program will be required to return a confirmation form within a specified timeframe to verify their space in the class.

In the case of a full class, students with complete application packets will be put on a waiting list and notified via telephone when/if space becomes available.

When submitting your application by mail, address your envelope containing complete application materials to:

Alma Martell
CE Health Careers Applications
NURSE AIDE REVIEW
Continuing/Workforce Education
El Centro College
801 Main Street, Room A260
Dallas, Texas 75202



El Centro College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

I _____ am a student in the El Centro College Nurse Aide program

I give Elizabeth Guerra, Assistant Dean, permission to submit my personal information (listed below) to any of the facilities in which I will be doing clinical practicum while I am a student at El Centro College.

This information includes the following:

- Criminal background check results
- Negative 10 panel drug screen results
- Completion of BLS course

Proof of Immunizations:

- TB skin test
- Hepatitis B
- Varicella
- Measles, Mumps, Rubella
- Tetanus, Diphtheria

I understand all physical examination forms, immunizations records, etc. submitted with my application packet becomes the property of the El Centro Continuing Education and will not be returned nor photocopied for me. Therefore, I take full responsibility for keeping photocopies of these documents for my own personal files before I submit them with program application packet materials.

_____ ID# _____

Student Signature

_____-_____-____-

Date